

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/CRD
322 Ames Bldg

EXTENSION

NO.

DATE

1 Dec 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/IPD
1107 Ames Bldg

2.

3. C/ORIS

12/5

4.

5. C/SSB

12/6

6.

DC/IPD

12/8

7.

C/IPD

8.

9.

C/CRD

12/9

10.

C/CRD/HRB

11.

12.

13.

14.

15.

C/CRD

For your consideration.

1-3 & 5:

Your comments please

C/IPD

No problem with READ ONLY ACCESS for suggested personnel in CRD.

Recommend that CRD provide personnel to search DECAL microfiche and make copies for their office. This procedure would provide DECAL personnel more time for other searches.

Sounds reasonable. If they have been doing the HR Pentures, they probably have search access already.

1-15: Approved in light of above comments.

25 November 1986

MEMORANDUM FOR: Chief, Information and Privacy Division

FROM: Chief, Classification Review Division

SUBJECT: Expansion in the Use of ORIS/DECAL

1. In our review work in CRD we are continually in need of checking whether or not documents have been previously released so we can be consistent in the way that we handle them. To date we have always done this by going to [] and levying a requirement on him and he has always been very responsive and helpful although we know that he carries a horrendous workload.

2. I would like to propose a change in this procedure that will relieve [] of this chore and make it easier and more efficient for CRD to get such information. This would be simply to allow certain designated and experienced CRD computer operators in CRD to query ORIS/DECAL directly in a READ ONLY mode. This will be faster for CRD, and will let [] concentrate on supporting IPD, and make CRD less hesitant to check the ORIS/DECAL data base. I am told that this will not cause any noticeable delay in getting answers on the computer terminal.

3. I therefore recommend that [] and [] of CRD be authorized to have READ ONLY access to the ORIS/DECAL data base for the above purpose. They have been putting the results of our Historical Review Program into the ORIS/DECAL data base so they have some experience with the system. With some instruction from [] they could perform these queries and they would not disturb the data base. Even now they do perform limited queries among the data being put in on the Historical records. Since we have the terminals in our offices our having access will not disturb IPD in any way and, as noted earlier, it will make our operation in CRD much more efficient.

4. Your approval for this course of action is requested.

[]
C/CRD

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